**General guidance**

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. Palace for Life aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.

Palace for Life’s Equality Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person’s ability to do the job.

Palace for Life has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably.

***This form will be detached from your application pack upon receipt.***

**Personal information**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Full Name:** |  | | | | | | | | | |
| **Post Applied For:** |  | | | | | | | | | |
| **Date of Birth:** | D | D | M | M | Y | Y | Y | Y | Age: |  |
| **Gender:** | Female | | |  | Male | | |  | Other (please state) |  |

**Ethnic origin**

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific. Please identify your ethnic origin either by ticking ONE of the boxes on the right or by giving your own description.

|  |  |  |  |
| --- | --- | --- | --- |
| **White** | | **Black or Black British** | |
| English, Northern Irish, British, Welsh, Scottish |  | Black Caribbean |  |
| Irish |  | Black African |  |
| Romany, Gypsy or Irish Traveller |  | Any other Black background\* |  |
| Any other white\* |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Mixed** | | **Asian or Asian British** | |
| White and Black Caribbean |  | Indian |  |
| White and Black African |  | Pakistani |  |
| White and Asian |  | Bangladeshi |  |
| Other mixed background\* |  | Other Asian background\* |  |

|  |  |
| --- | --- |
| **Other Ethnic Group** | |
| Chinese |  |
| Arab |  |
| Any Other\* |  |

|  |  |
| --- | --- |
| **\* Other, please state** |  |
| **Prefer not to state** |  |

**Sexual orientation**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Heterosexual |  | Lesbian |  | Gay |  | Bisexual |  |
| Other, please state |  | | | Prefer not to state | | |  |

## 

## Religion/Belief

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Buddhist** |  | **Hindu** |  | **Jewish** |  | **Muslim** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| None |  | Christian (all denominations) |  | **Atheist** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Prefer not to state** |  | **Other Religion/Belief, please state** |  |

## Disability guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

If you consider yourself to be disabled please let us know. We would appreciate advice on help we can give to enable you to attend, or participate in the interview. At the interview you will be asked if you have any disability which would affect your ability to do the job, and, in compliance with the Disability Discrimination Act 1995, you will be asked what reasonable adjustments we might arrange to assist you.

**Do you consider yourself to have a disability?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

**If yes, please describe your disability:**

**If you need any assistance to attend or participate in the recruitment process please give details:**

**DECLARATION**

I consent to the data on this form being retained and processed for statistical purposes to assist Palace for Life in the monitoring of equal opportunities.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Date:** |  |